

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Judy Ruskowski, P.E.			JOB NUMBER (JN) N/A	CONTROL SECTION (CS) N/A
DESCRIPTION IF NO JN/CS 2010 Standard Specifications for Construction and Construction Manual				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input checked="" type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input checked="" type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input checked="" type="checkbox"/>	Presentation	
N/A	N/A	<input checked="" type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED _____ THROUGH _____

<input type="checkbox"/> Prequalified Services – See page ____ of the attached Scope of Services for required Prequalification Classifications.	<input checked="" type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 6	PROPOSAL/BID DUE DATE 12/18/07	TIME DUE 12 pm
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Judy Ruskowski, P.E.
Construction & Technology Division
P.O. Box 30049
Lansing, Michigan 48909

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation
SCOPE OF SERVICE
FOR
CONSTRUCTION SERVICES
2010 Standard Specifications for Construction and Construction Manual

DESCRIPTION OF WORK:

The Michigan Department of Transportation (MDOT) is seeking engineering and technical assistance in support of the revision of the 2003 MDOT Standard Specifications for Construction and the complete rewrite of the MDOT Construction Manual. This work includes providing professional engineering, engineering technology, clerical, graphics, and information technology support necessary to produce all documents and deliverables described herein.

PART A: (Specifications) Revision of the Standard Specifications for Construction and Project Administration

MDOT is seeking a consultant to work with MDOT specification committees (Committees) to conduct a comprehensive review of the current 940-page 2003 specifications and to provide professional engineering and technical guidance on general and specific revisions to the document. This work will include incorporating revisions made by the committees into the book; reviewing the entire document for consistent use of terminology and phrasing; elimination of repetitive content and administrative support for the committees in order to produce a camera-ready document from which the book will be printed and an electronic version of the document suitable for upload to the MDOT web site and distribution in digital format.

PART B: (Manual) Rewrite of the Construction Manual, Preparation of Pocket Guide and Interactive Files

MDOT is seeking a consultant to review the current MDOT construction manual and related department procedures and guidance and to work with the MDOT construction manual team (Team) to produce a complete rewrite of the manual and preparation of an inspector's pocket guide. This work will include provision of technical and engineering expertise, clerical, graphics, and information technology support for the team in order to produce a camera-ready document and an electronic version of the documents suitable for upload to the MDOT web site and distribution in digital format.

ANTICIPATED START DATE:

March 1, 2008

ANTICIPATED COMPLETION DATE:

February 28, 2011

The actual service completion date will be three years from the actual service start date.

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

N/A

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

N/A

DBE REQUIREMENT:

N/A

GENERAL QUALIFICATION REQUIREMENTS

The successful bidder will have, as part of the consultant's project team, a minimum of two (2) professional engineers and two (2) land surveyors, licensed in the state of Michigan, and a minimum of two (2) individuals who possess current training and Michigan certifications, as applicable, in the following areas:

- Soil erosion and sedimentation control
- Construction site stormwater operator
- Aggregate testing and inspection
- Concrete testing and inspection
- Hot mix asphalt testing and inspection
- Density testing and inspection (soil and hot mix asphalt)

In addition, the successful bidder will have documented experience, skills or knowledge in all or most of the following:

- Preparation of construction specifications for state departments of transportation
- Preparation of construction manuals for state departments of transportation
- Preparation and use of the active voice-imperative mood style of specification writing
- Contract bidding, award and oversight practices of state departments of transportation
- The contract claims process and history of state departments of transportation
- Use of graphics and desktop publication software necessary to produce the deliverables described herein
- Road and bridge construction and materials testing, inspection and acceptance processes
- Quality assurance/quality control practices related to construction of roads and bridges
- Using FieldManager/Sitemanager for administration and documentation of construction contracts

MDOT Project Manager:

Judy Ruszkowski, P.E.

Michigan Department of Transportation

Construction & Technology Division

P.O. Box 30049

Lansing, Michigan 48909

Phone: (517) 322-5689

Fax: (517) 322-5664

ruszkowskij@michigan.gov

DEFINITION OF TERMS

For the purpose of this RFP and any resulting contract, the following definitions shall apply:

MDOT: Michigan Department of Transportation. This is the designated state unit on transportation systems, responsible for planning, designing, constructing and maintaining the roads and bridges that make up the interstate and state trunkline system in Michigan.

Consultant: The successful proposer/bidder who will be responsible to perform the contractual obligations after selection. “Consultant” shall include but not be limited to the corporation or company, its employees, agents or assigns, products and services (also referred to as the Consultant Project Team).

Contract: Includes this RFP, any addenda, or modifications issued by MDOT, the Consultant’s accepted RFP response and a signed contract.

RFP: Request for Proposal. Includes this document and all documents attached or incorporated by reference, utilized for soliciting proposals.

MDOT Project Manager: The MDOT person designated to monitor compliance with the standards set forth in this document and any resulting contract. The MDOT Project Manager will have primary responsibility for the completion of the revision to the Standard Specifications for Construction (Specifications).

Construction Manual Manager - The MDOT person designated to work with the Project Manager and who will have primary responsibility for the completion of the rewrite of the Construction Manual (Manual).

MDOT Project Team: The MDOT Project Team will consist of the MDOT Project Manager, MDOT Construction Manual Manager and the Specifications Committee Co-chairs. In addition, the MDOT Construction & Technology Materials Engineer will serve on the MDOT Project Team and will be responsible for ensuring the coordination of all materials related specifications (Division 9) with each of the seven technical divisions (Divisions 2-8) of the Specifications.

Specifications Committees (Committees): Multi-person committee(s), including co-chairs, established by MDOT for each of eight divisions (Divisions 1-8) of the Standard Specification for Construction. With the exception of Division 1, these committees will be responsible for working closely with the Consultant to draft the revised technical content of the Specifications and for recommending approval of the final language to the MDOT Project Manager. The Division 1 Specifications Committee will work closely with the Consultant to guide the revision of the specifications General Provisions and will approve the final language of Division 1 to the MDOT Project Manager.

Construction Manual Team (Team) - Multi-person team consisting of the Construction Manual Manager and one or more individuals from each of the Specifications Committees.

The Construction Manual Team will be responsible for working closely with the Consultant to rewrite the Construction Manual and to develop the Inspectors Pocket Guide.

Impasse Panel (Panel) - MDOT management level panel that will be responsible for receiving input from the consultant and the committees and from industry on a variety of issues that can not be resolved at the committee level and for determining the final action to be taken by the committees on each issue.

Web Services Team - MDOT/MDIT team responsible for establishing and maintaining norms and standards for State of Michigan MDOT-related web site format and content. The web services team will be responsible for working closely with the MDOT Project Team and the Consultant to prepare and approve all electronic deliverables required by this RFP and to coordinate the (re)production and upload of all electronic deliverables.

BACKGROUND

MDOT undertakes the revision of the Specifications on a schedule that is, in part, determined by the extent of supplemental specifications and special provisions that have been approved for use with the current specifications. Concurrent with the revision of the Specifications, the Department also issues a new edition of the Manual. The last such revision took place over the three-year period from 1999 to 2002 and resulted in the 2003 Standard Specifications for Construction and Construction Manual. During the last revision, MDOT converted from Metric units back to U. S. Customary (English) units of measure, adopted the active voice-imperative mood style of writing, and produced its first electronic version of the Specifications.

Due to the extensive commitment of staff time needed to successfully complete this task and the need for a comprehensive review for consistency and clarity across the Specifications and Manual, MDOT has determined that contracting for the service of a consulting firm to provide construction specifications and engineering expertise and administrative support to MDOT staff will ensure the completion of this task within the established timeframe.

PROJECT SCHEDULE:

All activities and deliverables associated with Task #A2 Revision of the Standard Specifications for Construction must be completed and approved by the Project Manager as soon as possible but no later than January 31, 2010. All remaining tasks, activities, and deliverable specified herein under PART A and PART B must be completed and approved by the Project Manager within three years of the actual start date.

Completion times are critical to the success of the project and must be met unless written authorization is received from the Project Manager. It is expected that the Consultant will provide adequate resources and conduct the work in a manner that will result in a complete and acceptable Specifications and Manual to meet this schedule. It is further expected that the Consultant will work on the various deliverables described herein concurrently in order to complete the Specifications and Manual within the timeframe required. Any problems real or anticipated as well as any foreseeable deviation from previously agreed-upon work plans must be brought to the attention of the Project Manager.

MDOT will attempt to adhere to the following schedule:

Last Date for Proposer's Questions	December 13, 2007
Proposal Submission Due Date	December 18, 2007
Notification of Short listed Bidders	January 15, 2008
Oral Presentations, begin week of	February 4, 2008 *

* Oral Presentations will be required only if the MDOT Selection Team determines the need for this to ensure the selection of the most qualified Consultant.

MDOT PROJECT TEAM:

MDOT has named a Specifications General Chair to serve as the Project Manager, and a Construction Manual Manager. Committees have been established to undertake the revision of the detailed content and layout of both the Specifications and the Manual. These committees are made up of individuals from Federal Highway Administration (FHWA) and from across the department with background in MDOT project development and delivery functions including construction specifications, materials testing, contract administration, and construction inspection.

The committee established for Specifications Division 1-General Provisions will include no more than two (2) industry representatives to be named by the Michigan Infrastructure and Transportation Association (MITA). For all other division committees, MITA will serve as the clearinghouse for soliciting industry comments on the revisions drafted by the committee and consultant. Each of the Specifications committees will name an individual to serve on the Manual Team.

The Consultant will carry out this work under the oversight of the MDOT Project Team. The MDOT Project Team has final authority to approve/disapprove the final content of the Specifications and Manual.

Meetings will be held at MDOT Construction & Technology offices in Lansing, Michigan unless otherwise agreed upon by the Project Manager.

IMPASSE PANEL

MDOT will establish an impasse panel generally consisting of the Bureau of Highways-Engineer of Development, the Bureau of Highways-Engineer of Delivery, and the Engineer of Construction. The impasse panel will review issues identified by the committees in conjunction with MITA and will determine the final resolution of each issue. This process was initiated, and worked well, with the 2003 specifications.

SCOPE OF WORK

This scope is broken down into PART A and PART B each with two (2) tasks. Each task has several associated activities and deliverables. Deliverables in addition to the final Specifications and Manual may include verbal advice, briefing papers, and oral presentations as described herein and as determined by the Project Manager. Any materials produced as part of this contract shall be the property of MDOT.

In addition to the specific responsibilities described by the tasks and activities for PART A and PART B, the successful bidder will be responsible for keeping the MDOT Project Manager fully informed as to:

- Status of deliverables preparation
- Adherence to schedule
- Adherence to budget
- Major deviations from schedule and budget
- Any issues or problems as they are encountered
- Assistance as required from MDOT
- Assistance required from others

In addition, the successful bidder will:

- Arrange and conduct conferences and meetings as required to carry out services or as may be required by the Project Manager
- Prepare and distribute agendas for and minutes of any meetings
- Notify the Project Manager of any anticipated requests for extensions of time
- Notify the Project Manager immediately of any unanticipated project conditions and any changes, extras, or adjustments to the contract
- Withdraw any personnel or halt any services no longer required at the request of MDOT, or within a reasonable time after the lack of need becomes apparent to the consultant or the Project Manager. The consultant will not be reimbursed for the cost of personnel charged to a project that the Project Manager has determined was unnecessary.

PART A

PROJECT ADMINISTRATION AND REVISION OF THE STANDARD SPECIFICATIONS FOR CONSTRUCTION

TASK #A1 Project Administration

Provide project administration functions covering all aspects for both the revision of the specifications and rewrite of the manual including work plans, progress meeting agendas and minutes, and progress reports as required.

Activity A1-A Project Work Plan

Prior to the kick-off meeting, prepare a separate work plan for the Specifications and the Manual that will ensure the completion of all work described herein within the time frame specified. The work plan should include detail of resource and activity interdependencies and milestones for all tasks and activities adequate to allow the Project Manager to monitor progress and to easily identify barriers to successful completion of the project. Provide updates to the work plan throughout the life of this contract as agreed upon by the Project Manager.

Deliverables for Activity A1-A will be the original and revised work plans.

Activity A1-B Project Kick-Off Meeting

Within 10 working days of award of the contract, make arrangements with the Project Manager for a project kick-off meeting. Facilitate this meeting with the MDOT Project Team to agree upon the level of effort required for each of the division of the Specifications and the revision process, including version control for all electronic files, to be followed for the rewrite of the Manual. This meeting will include reviewing and agreeing upon the work plan and project milestones. Document significant responsibilities of the Consultant and MDOT Project Team and establish a schedule of working and progress meetings.

Deliverables for Activity A1-B will be the agenda and minutes for the kick-off meeting including documentation of anticipated level of effort and project responsibilities.

Activity A1-C Progress Meetings and Progress Reports

Schedule progress meetings monthly and at milestones agreed upon as part of Activity A1-B. Progress meetings may be conducted via conference call provided arrangements are made to enable attendees to adequately interact with each other. Prepare meeting agendas and draft minutes for review and approval by attendees. Throughout the duration of the project, provide monthly progress reports detailing the status of each PART A and PART B activity and the hours expended on each activity to the Project Manager in accordance with Guidelines for Submitting for Reimbursements of Contractor's Costs.

Deliverables for Activity A1-C will be the agenda and minutes for the progress meetings and the monthly progress reports.

Activity A1-D Project Closeout Meeting

Conduct a project closeout meeting with the MDOT Project Team after the work has been completed. The purpose of this meeting will be to hand off all remaining deliverables; identify remaining MDOT actions items to fully implement the new Specifications and Manual; and to discuss lessons learned and best practices for undertaking future revisions of these documents.

Deliverables for Activity A1-D will be the agenda and minutes for the Project Closeout Meeting including details of all remaining MDOT action items.

TASK #A2 Revision of the Standard Specifications for Construction

Provide guidance and input to the MDOT Committees throughout the process of revision of the Specifications. Prepare the revised Specifications for printing, including final page layout and other work necessary to produce a complete camera-ready document. Work with the Project Manager and the MDOT Engineering Prints Supervisor to finalize the camera-ready document for submission to a printer to be named by MDOT. Furnish MDOT with the entire document in both Adobe PDF format and Microsoft WORD format.

The table of contents for the MDOT 2003 Standard Specifications for Construction is included herein as Attachment 1.

Any additional work required on the part of the Consultant resulting from the Consultant's failure to incorporate comments provided by the Committees will be completed by the Consultant at no additional cost to the state. There will be no extension of time or increase in contract amount for the sole purpose of fixing errors or omissions once these have been pointed out by the Committees.

Activity A2-A Style Guide

Prepare a specification style guide for use by the Committees as they undertake this and future revisions of the Specifications.

Deliverable for Activity A2-A will be the specifications style guide in Adobe PDF electronic format.

Activity A2-B Preparation for Revision

Review the 2003 specifications, supplemental specifications, frequently used special provisions, history and outcome of claims against the department under the 2003 Standard Specifications for Construction, and other pertinent background documentation as provided by MDOT and meet with each of the MDOT Committees to outline critical specifications issues and level of effort necessary to complete this project. Level of effort should consider the extent of revision, complexity of revisions, including tables and graphics, and how the revisions will be made in the electronic files. These meetings are to be completed within fourteen (14) days of the Kick -Off meeting required under Activity A1-B. This activity may be waived by the Project Manager to the extent that this work can be incorporated into the kick-off meeting.

Deliverables for Activity A2-B will be the notes from each of the meetings summarizing how the work will proceed.

Activity A2-C Committee Revisions

Provide guidance to the Committees on revisions to the Specifications. The level of effort required to complete this activity will vary depending on the division of the Specifications and the extent of revisions necessary. This guidance will address, but is not limited to, consistent wording and phrasing; elimination of repetitive content across the Specifications; consistent and unambiguous application of the active voice-imperative mood style of writing; and ensuring that all methods of measurement and pay items are adequately described.

Review language drafted by the Committees and document the Committee's decisions on significant changes to the Specifications. Significant changes are those that involve:

- Reorganization of the content of the specifications such that users would need direction on finding pertinent information;
- Incorporation of supplemental specifications and frequently used specifications into the standard specifications;
- Revisions to Division 1 General Provision;
- New materials requirements, construction methods, or basis of measurement and payment throughout Divisions 2-8 (technical divisions);

- Revisions to materials specifications or basis of acceptance throughout Division 9 Materials; and
- Other changes identified by the Committees as significant.

Deliverables for Activity A2-C will be the revised Specifications and the documentation of significant changes and a Microsoft PowerPoint presentation for use by MDOT in presenting these changes to users of the specifications.

Activity A2-D Industry Review Draft

Advise the committees on the validity of the comments received as a result of review by the contracting industry; review and incorporate language drafted by the Committees in response to the comments; and document all comments and actions taken by the Committees during this phase of the revision.

Deliverable for Activity A2-D will be a written response, as agreed upon by the Committees, to each of the comments received from industry.

Activity A2-E Impasse Process

Provide guidance and assistance to the Committees in the preparation of impasse panel briefing papers for each of the issues that require resolution at the impasse panel level and follow up with the Committees to make all necessary changes in the language of the specifications. Deliverable for Activity A1-B will be the agenda and minutes for the kick-off meeting including documentation of anticipated level of effort and project responsibilities. Assist the MDOT Project Team in documenting the rationale for each of the panel decisions.

Deliverables for Activity A2-E will be issue briefing papers and verbal advice to the committees and the impasse panel as deemed necessary by the MDOT Project Team.

Activity A2-F Final Revised Specifications

Complete all remaining work required to prepare the final revised Specifications for printing (camera-ready) and to prepare of all electronic files for upload to the MDOT web site. This activity includes desktop publishing work necessary to produce the entire specification book including page layout, preparation of the table of contents and index, checking all cross references in the book and working with the MDOT Engineering Prints staff to identify the appropriate publishing software to facilitate printing.

Deliverables for Activity A2-E will be a fully searchable and hyperlinked digital document suitable for uploading to the MDOT website and preparation of digital media and the provision of the entire specifications book in Adobe PDF format, Microsoft WORD format, and the agreed upon publishing software format.

Activity A2-G Revise Frequently Used Special Provisions (FUSP)

Convert to active voice-imperative mood all FUSP that are not fully incorporated into the revised spec book and which MDOT determines are still necessary. There are currently 118 FUSP and it is anticipated that at least 50% of these documents will either be only partially

incorporated into the new specifications or will remain FUSP and will therefore require conversion to active voice-imperative mood.

Deliverables for Activity A2-F will be all remaining FUSP in the active voice-imperative mood style of writing.

PART B

REWRITE OF THE MDOT CONSTRUCTION MANUAL, PREPARATION OF POCKET GUIDE, AND INTERACTIVE FILES

TASK #B1 Rewrite the Construction Manual and Prepare Inspector's Pocket Guide

Prepare up to two drafts (preliminary and final drafts) of each of the major sections of the Manual prior to preparation of the final version. In the event that the MDOT agrees that there are no significant comments on the preliminary draft, the Project Manager may waive the preparation of a final draft and authorize the preparation of a final version. Major sections of the Construction Manual generally adhere to the divisions of the Specifications. Refer to the Table of Contents for the current Manual included herein as Attachment 2. In addition to the rewrite of the Manual, this task includes preparation of an inspector's pocket guide and the creation of a hyperlinked electronic version of the Manual suitable for upload to the MDOT website. Refer to the Table of Contents for the current pocket guide included herein as Attachment 3.

Any additional work required on the part of the Consultant resulting from the Consultant's failure to incorporate comments provided by the MDOT Project Team will be completed by the Consultant at no additional cost to the state. There will be no extension of time or increase in contract amount for the sole purpose of fixing errors or omissions once these have been pointed out by the Project Team.

Activity B1-A Preliminary Manual Draft

Review the current and past MDOT construction manuals. Review all current Bureau of Highways Instructional Memorandums (BOH-IM) and Construction Advisories (CA) with the Manual Team to determine those that should be incorporated into the new manual and those that will continue as stand-alone documents. Prepare a preliminary draft of the manual. Submit the preliminary draft for review following the work plan agreed upon at the kick-off meeting. Allow thirty (30) days for MDOT review and comment on each submittal.

Deliverables for Activity B1-A will be the preliminary draft for the complete Manual for review by the Manual Team and the continuing status of all BOH-IMs and CAs.

Activity B1-B Final Manual Draft

Incorporate all comments on the preliminary draft and submit a final draft of each section. Provide the final draft sections within thirty (30) days of receipt of preliminary draft

comments for each submittal. Allow thirty (30) days for MDOT review and comment on each submittal.

Deliverable for Activity B1-B will be the final draft for the complete Manual for review by the Manual Team.

Activity B1-C Final Manual Version

Incorporate all comments from the final draft and submit final version of the manual. Meet with the MDOT Project Team to review the final version. Schedule this meeting within thirty (30) days of approval of the final version.

Deliverables for Activity B1-C will be the complete Manual formatted to fit on 8.5 by 11 inch paper for use in a three-ring binder and an electronic version suitable for uploading to the MDOT website. The electronic version must include a hyperlinked table of contents and index. The final manual must be provided to MDOT in both MS WORD and Adobe PDF format.

Activity B1-D Inspectors' Pocket Guide

Develop a construction inspectors' pocket guide based on the final Specifications and Manual. The pocket guide is intended for use, in conjunction with the plans, Specifications, and Manual, by individuals assigned to inspection work on MDOT construction projects. It will consist of a list of important construction items to be checked by the inspector for environmental issues, grading, drainage structures, aggregate base courses, concrete pavements, hot mix asphalt pavements, and bridge structures. A sample table of contents is included herein as Attachment 3.

Deliverable for Activity B1-D will be electronic files suitable for producing the complete pocket guide in a spiral bound format for convenient and sustained use in the field.

TASK # B2 Interactive Specifications and Manual Files

Using the final Specifications, Manual, and Pocket Guide developed under this contract, prepare an interactive version with hyperlinks across the three documents. The links must include, as a minimum, links from the tables of contents and indexes to the respective document text and also between the Specifications, the Manual, and the Pocket Guide.

Activity B2-A Prepare Electronic Files

Identify all links, prepare electronic files, and ensure all links are functioning correctly.

Deliverable for Activity B2-A will be electronic files with links established.

Activity B2-B Coordinate with Web Services Team

Coordinate with MDIT/MDOT Web Services Team to prepare this final electronic resource for upload to the MDOT website and for distribution in digital format.

Deliverable for Activity B2-B will be the fully tested and functioning electronic files uploaded to the MDOT web site and ready for distribution in digital format.

PROPOSAL FORMAT AND CONTENTS

For purposes of evaluation, each proposal must be submitted in accordance with MDOT's Consultant/Vendor Selection Guidelines found at: http://michigan.gov/mdot/0,1607,7-151-9625_32842---.html . Please limit your proposal to a maximum of nineteen (19) pages including exhibits and one (1) page executive summary. Responses submitted by facsimile or other electronic means will not be accepted. The proposal shall be signed by an official authorized to bind the offer.

Please provide an introduction to your firm, briefly summarizing its history. Provide a summary of projects pertinent to the tasks and activities described herein that your team has performed for state departments of transportation since the year 2000. For each project, please list specific information on the role of key staff to be assigned to this project played. Describe the local availability and degree of accessibility to MDOT. If your firm is not located in Michigan, please explain how the requisite accessibility will be provided.

Proposals must demonstrate the availability of staff to MDOT and their ability to provide the full range of knowledge and experience needed to perform the tasks described herein. Provide professional resumes of key team members and indicate the role expected to be performed by each individual to be assigned to this project. Limit each resume to three (3) pages. Place importance on the staff that will be the day-to-day contacts with MDOT. Highlight the relevant experience of these professionals in transportation construction specifications and construction contract administration as this relates to departments of transportation.

Please provide up to three (3) written recommendations from another state department of transportation, for whom your firm has performed work similar in nature to that described herein during the last five (5) years.

Complete and sign Form 5100G attesting to the fact that the key personnel being proposed are available and have sufficient time available to provide the required service.

Complete Form 5100I certifying that the consultant has read and understands MDOT's policy regarding conflict of interest. Consultant must either certify that there is no conflict with this project or if there is a conflict with this project, must describe.

Submit six (6) copies to the Project Manager at the address listed on Form 5100(H).

PAYMENT SCHEDULE FOR PART A

Payment for tasks, activities, and deliverables included under PART A will be time and materials as supported by progress reports and invoices for the completion of work.

PAYMENT SCHEDULE PART B

Payment for tasks, activities, and deliverables under PART B will be based on the following milestones.

<u>PART B Milestone Payments</u>	<u>Payment Percentage</u>
1. Submittal of Manual Preliminary Draft	20 %
2. Submittal of Manual Final Draft	25 %
3. Approval of Final Manual Version	10 %
4. Approval of Pocket Guide	15 %
5. Submittal of Interactive Files (Task #4)	20 %
6. Successful Web Upload	10 %
 Total Reimbursement for Services for PART B	 100 %

All Milestone Payment Percentages are negotiable. The Project Manager may authorize payment if the milestone is delayed due to circumstances beyond the Consultant's control.

Definitions for PART B Milestone Payment Schedule Items

Milestone numbers correspond to the payment table above.

1. **Submittal of Manual Preliminary Draft** - Milestone is the submittal of all sections of the manual in preliminary draft form by the consultant to Project Manager for review and comment. This payment milestone is considered complete and eligible for compensation when approved by the Project Manager.
2. **Submittal of Manual Final Draft** - Milestone is the submittal of all sections of the manual in final draft form by the consultant to Project Manager for review and comment. This payment milestone is considered complete and eligible for compensation when approved by the Project Manager.
3. **Approval of Final Manual** - Milestone is the submittal of all sections of the manual in final form by the consultant to Project Manager and approval by the Manual Team. Final manual must be submitted in Microsoft WORD format and as Adobe PDF files. This payment milestone is considered complete and eligible for compensation when approved by the Project Manager.
4. **Approval of Pocket Guide** - Milestone is the submittal of the field inspectors' pocket guide in final form by the consultant to Project Manager and approval by the Manual Team. Final guide must be submitted in Microsoft WORD format and as Adobe PDF files. This payment milestone is considered complete and eligible for compensation when approved by the Project Manager.
5. **Submittal of Interactive Files** Milestone is the submittal of all Specification, Manual and pocket guide files in final form by the consultant to Project Manager and approval by the MDOT Project Team. Files must be submitted in a format to be agreed upon by MDOT and the Consultant as this task is completed. This payment milestone is considered complete and eligible for compensation when approved by the Project Manager.

6. **Web Upload** - Milestone is the successful upload and testing of the interactive files on the MDOT website. This payment milestone is considered complete and eligible for compensation when approved by the Project Manager.

CONSULTANT PAYMENT

All invoices/bills for services must be directed to the MDOT Project Manager and follow the guidelines current at the time of submittal. Payment may be delayed or decreased if the guidelines are not followed. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice. Invoices must indicate requested compensation for PART A and PART B.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this project are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the price proposal submitted by the Consultant and must have prior approval by the Project Manager.

PROPOSER'S QUESTIONS

Questions should be emailed to the Project Manager. Questions will not be individually answered. Questions and answers will be put on MDOT's website until the proposal submission due date at http://michigan.gov/mdot/0,1607,7-151-9625_32842---.html

SELECTION PROCESS

Short listed firms will be notified in February 2008 if they have been selected to present an oral presentation. Oral presentations may be used to facilitate the technical evaluation of proposals.

SCORING CRITERIA FOR EVALUATION OF PROPOSALS

Scoring and evaluation will be performed in accordance with MDOT's Consultant Vendor Selection Guidelines found at http://michigan.gov/mdot/0,1607,7-151-9625_32842---.html. The Guidelines are summarized below. Refer to the actual guidelines for a complete description of each criterion.

1. **Understanding of Service**
2. **Qualifications of Team**
3. **Past Performance**
4. **Quality Assurance/Quality Control**
5. **Location**
6. **Presentation ***
7. **Technical Proposal ***

* NOTE: Oral presentations will be held for short listed firms unless the complete review of the original proposals is determined sufficient. Short listed firms will be selected based on scoring of items 1-5 above and must reach a minimum score of 70 points. The following criteria will be used to score oral presentations. The most responsive presentation will receive 20 points and the other presentations will receive progressively lower points.

Clarity of presentation

Explain why the consultant's project team experience and approach make them the best choice. Present your insights into MDOT's ability to successfully implement alternative financing or public private partnerships to complete major transportation projects.

Ability to address the committee's questions and concerns

The oral presentation should last approximately one hour. After introductions, your firm should be prepared to make a 20 – 30 minute presentation of the highlights of your proposal. Allow an additional 20 - 30 minutes for questions. Please limit the number of attending to five (5). The Consultant's project manager and the Specifications lead manager and Manual lead manager (if these are different from the project manager) must be present.

Directions to the location of oral presentations will be sent separately to the short listed firms. Orals will take place in the C&T building in Lansing, Michigan. Scheduling of oral presentations, if they are deemed necessary by the selection team, will be through the office of the MDOT Project Manager.

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Attachment 3

FIELD INSPECTOR'S POCKET GUIDE

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Note: The table of contents shown on the following page does not correlate to the 2003 specifications and is shown here for use in preparing a proposal for this work. This guide was last issued by MDOT for use with the 1990 Standard Specifications for Construction.

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